

MISSOURI DOCUMENTS DEPOSITORY LAW  
181.100-181.140 RSMo (Supp. 1976)

STATE AGENCY HANDBOOK

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Missouri State Library

751-3075

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## THE STATE DOCUMENTS DEPOSITORY LAW: WHAT IS IT?

*"Public access to government documents is essential to the successful operation of a democracy."*

Congressman William S. Moorhead

Sections 181.100-181.140 of the Revised Statutes of Missouri (Supp. 1976), enacted as House Bill 1021 in 1976, create for the first time an orderly system for allowing access to publications of Missouri state government. In the past, citizens have had difficulty in obtaining or even knowing about the valuable materials which state agencies produce, and agencies have had problems in getting their publications to the people they were meant to help

With the new law, Missouri joins most other states in using libraries as a link between state government agencies and the state's residents. By taking advantage of existing library systems, the law does not require a costly new bureaucracy to distribute state publications.

The depository law authorizes the State Library to act as a center for the distribution of state publications to libraries throughout the state which it designates as depositories. State agencies are to deposit, upon release, the number of copies of their publications requested by the State Library for the depository system, and the State Library will mail these copies to the depository libraries.

In accordance with the law, the Missouri State Library has designated twenty-seven Missouri libraries as official state documents depositories. Ten of these libraries are full depositories, who will receive and make publicly available all state publications. Seventeen libraries are partial depositories. All partial depositories receive a basic "core" group of about fifty regular publications. Beyond the "core" documents, they have been given a choice of agencies whose publications they wish to receive. The system of full and partial depositories ensures at least one major research collection in each area of the state, plus smaller collections in a number of additional locations. In addition to these depositories, the Missouri State Library distributes two copies each to the State Archives and State Historical Society and one copy each to the Library of Congress and to the Center for Research Libraries in Chicago, which loans state documents to libraries nationwide.

## WHAT CAN THE DEPOSITORY SYSTEM DO FOR YOU?

The depository library system offers your agency the opportunity to place its publications in a variety of geographic locations with a minimum of effort. When the number of copies of a publication available for public distribution is limited, the depository system makes sure that these copies will be made available to the largest possible number of people, rather than scattered on a "first-come, first-serve" basis.

The depository program can save you money, since the State Library absorbs all staff and postage costs. Since all depositories are required to make state documents available on interlibrary loan, the entire state is readily served. In addition to mailing the documents, the State Library is providing the funds for a librarian to provide central cataloging services to all depository libraries. This will help each library to maintain records which will direct the interested citizen to the particular publication he needs.

If you provide the copies...we'll do the rest.

## Chapter 181

### STATE LIBRARY

**181.100. State publications defined.**—As used in sections 181.100 to 181.140, and sections 182.140 and 182.291, RSMo, "state publications" shall include all multiple-produced publications of state agencies, regardless of format or purpose, with the exception of correspondence and interoffice memoranda. (L. 1976 H. B. 1021 § 2)

**181.110. Publications of state officers, indexed list of to be published, distribution—depositories of publications, designation, request.**—The state library shall, under the direction of the coordinating board for higher education, publish monthly an official indexed list of all printed publications of all state offices, departments, divisions, boards and commissions, whether legislative, executive or judicial, and any subdivisions of each, including state-supported institutions of higher education. The library shall also distribute such numbers of copies of such publications as it deems necessary to certain libraries, also designated by it, which shall serve as depositories for making available to the public such publications. No publications shall be distributed to any libraries unless a request is made therefor. (L. 1976 H. B. 1021 § 3)

**181.120. Library to distribute publications, to whom.**—In addition to the distribution of the publications as aforesaid, the library shall distribute two copies of each publication to the state archives for preservation and two copies to the state historical society. (L. 1976 H. B. 1021 § 4)

**181.130. Depository agreements permitted, when.**—The state library may enter into depository agreements with public libraries and college and university libraries which meet standards for depository eligibility as approved by the state library. (L. 1976 H. B. 1021 § 5)

**181.140. State agencies to furnish copies of publications, to whom.**—Every state agency, as enumerated in section 181.100, shall, upon release, deposit with the state library sufficient copies of each of its publications to meet the purposes of sections 181.100 to 181.140, and sections 182.140 and 182.291, RSMo. (L. 1976 H. B. 1021 § 6)

STATE DOCUMENTS DEPOSITORY LIBRARIES

Designated December 1976

FULL DEPOSITORIES (10)

Northeast

Northeast Missouri State University, Kirksville

Northwest

Northwest Missouri State University, Maryville

Missouri Western College, St. Joseph

Southeast

Southeast Missouri State University, Cape Girardeau

Southwest

Southwest Missouri State University, Springfield

Central

Central Missouri State University, Warrensburg

University of Missouri--Columbia

Kansas City Metropolitan Area

Kansas City Public Library

St. Louis Metropolitan Area

St. Louis Public Library

University of Missouri--St. Louis

PARTIAL DEPOSITORIES (17)

Northeast

None

Northwest

St. Joseph Public Library

Rolling Hills Consolidated Library, St. Joseph

Southeast

Cape Girardeau Public Library

Riverside Regional Library, Jackson

Three Rivers Community College, Poplar Bluff

Current River Regional Library, Van Buren

Southwest

Springfield-Greene County Library  
Barry-Lawrence Regional Library, Monett  
Missouri Southern State College, Joplin

South Central

Southwest Missouri State University--West Plains Campus

Central

Daniel Boone Regional Library, Columbia

East-Central

Mineral Area College Instructional Resources Center, Flat River

Kansas City Metropolitan Area

William Jewell College, Liberty

St. Louis Metropolitan Area

St. Louis County Library  
Webster College Library  
Maryville College Library  
St. Louis University Law School Library

STATUTORY DEPOSITORIES

Depository Center: Missouri State Library (2 copies)  
Missouri State Archives (2 copies)  
Missouri State Historical Society (2 copies)

SPECIAL DEPOSITORIES

Library of Congress  
Center for Research Libraries, Chicago

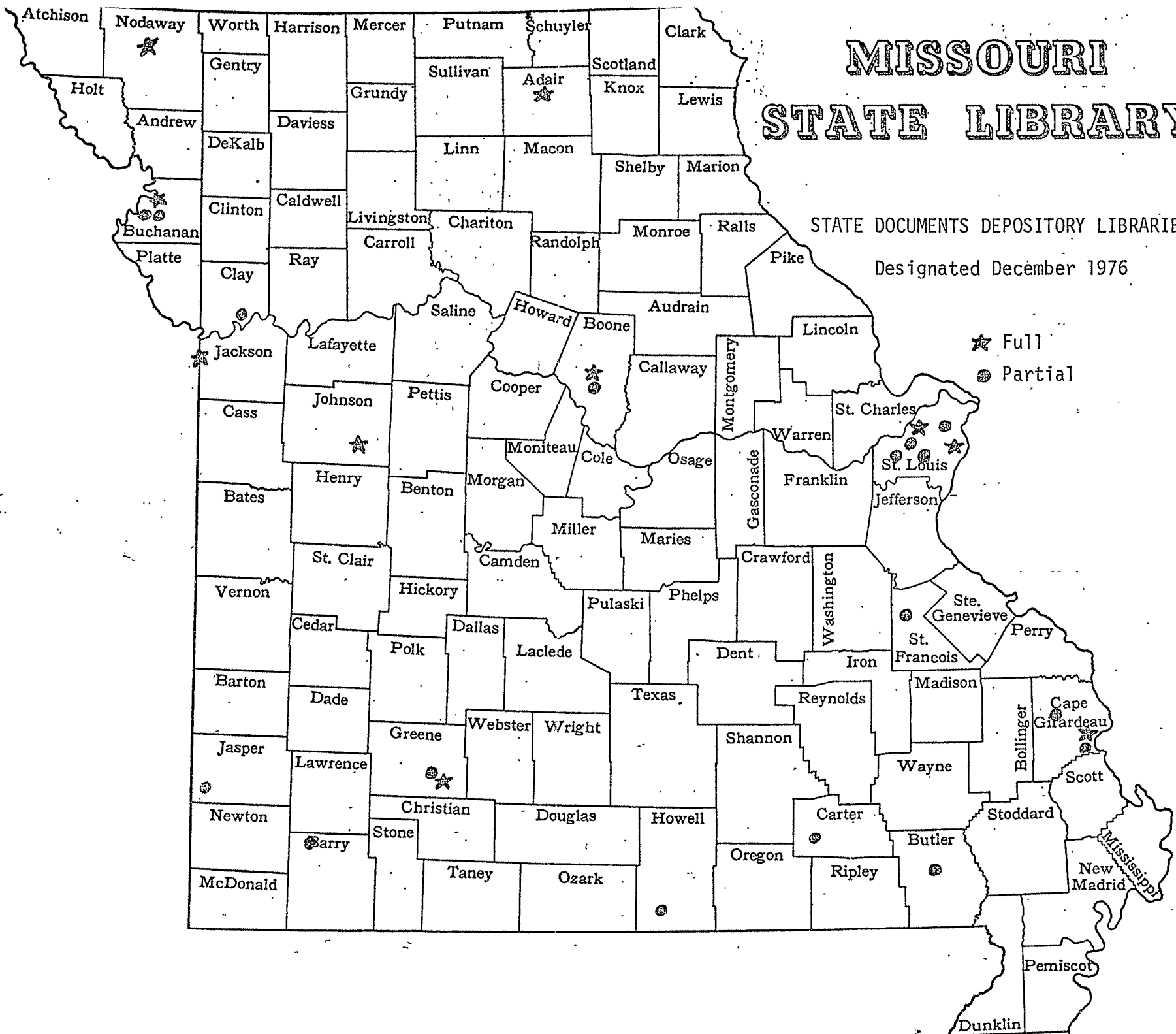
# MISSOURI STATE LIBRARY

STATE DOCUMENTS DEPOSITORY LIBRARIES

Designated December 1976

★ Full

● Partial



## TYPES OF PUBLICATIONS TO BE DEPOSITED

The public is interested in almost everything which state agencies produce, not just "popular" types of publications. Libraries receive frequent requests for state program plans, annual reports, budgets, research reports, statistics, directories, compilations of laws...you name it. For that reason, we are interested in making all your publications available through the depository system. If you've published something, chances are good that someone out there wants to see it.

The definition of "state publication" in 181.100 RSMo includes all publications except correspondence and interoffice memoranda, and generally we'd like to stick with that. However, there may be a few items which would not be useful to the public; for example, many types of forms. If you have a question about whether to forward a particular publication, call the Government Documents Coordinator at the Missouri State Library (751-3075). Most libraries have space problems, so we won't ask you to provide anything which would be useless.

## NUMBER OF COPIES REQUIRED

It would be simpler for both your agency and the State Library if we were to request the same number of copies of all publications. This seems wasteful to us, however, since not every library needs or can house all publications. In order to reduce the number of copies to be requested of agencies, and to meet the needs of individual libraries, we have developed a system of "full" and "partial" depositories, described on page 1.

We believe that each depository library should have available for its users a basic collection of state documents; therefore, all depositories must receive the publications listed on the "Core Documents" list which follows. These are the items which the State Library began distributing January 1, 1977.

CHECK THE CORE LIST FIRST FOR PUBLICATIONS OF YOUR AGENCY. 35 COPIES ARE REQUESTED OF EACH TITLE ON THIS LIST.

FOR PUBLICATIONS NOT ON THE CORE LIST, GO ON TO THE "AGENCY LIST" ON PAGE 12.

### MISSOURI STATE DOCUMENTS DEPOSITORY SYSTEM CORE DOCUMENTS 1977-1978

State government publications designated as "core" documents will be distributed to all full and partial depository libraries. The purpose of the core collection is to provide a group of basic state publications which will answer many of the questions people have about state government and about Missouri in general. Placing these publications in every depository will ensure accessibility throughout the state.

Documents were chosen for their value in helping citizens understand and gain access to their government, providing Missouri statistical or directory information or providing news on important subjects. Titles on the core list will be reviewed periodically for their usefulness. Librarians and state agencies are encouraged to suggest titles which they think should be added. When a new publication is instituted by a state agency, a determination will be made by the State Library as to whether it should be added to the core list.

Publications not on the core list will be distributed to all full depositories and to some partial depositories, depending on the choices they make of categories of publications they wish to receive.

OFFICE OF ADMINISTRATION

Annual Report (if Published)

Budget and Planning Division

Executive Budget (annual)

Mo. Economic Indicators (quarterly)

AGRICULTURE DEPT.

Biennial Report

Crop & Livestock Reporting Service

Mo. Farm Facts (annual)

AUDITOR

Annual Report

Monthly Activity Summary

CONSUMER AFFAIRS, REGULATION & LICENSING DEPT.

Annual Report (if Published)

Mo. Consumer: Bi-Weekly Article of Interest to Consumers.

Commerce & Industrial Development Division

Mo. Corporate Planner (updated with inserts)

Finance Division

Biennial Report

Insurance Division

Annual Report & Statistical Data

Savings & Loan Supervision Division

Biennial Report

ELEMENTARY & SECONDARY EDUCATION DEPT.

Report of the Public Schools of Missouri (annual)

Mo. School Laws (looseleaf)

Mo. School Directory (annual)

GENERAL ASSEMBLY

Manual: List of Members, Officers, Committees, and the Rules of the House/Senate  
(Biennial)

Fiscal Affairs Committee

Appropriations Summary (annual)

Legislative Research Committee

Revised Statutes of Missouri (every 10 yrs.)

Supplement to Revised Statutes (annual)

HIGHWAY DEPARTMENT

Annual Report, Biennial Report

State Map

Accident Statistics

JUDICIAL DEPARTMENT

Annual Statistical Report: Judicial Conference

LABOR & INDUSTRIAL RELATIONS DEPT.

Annual Report

Employment Security Division

Mo. Area Labor Trends (monthly)

Workmen's Compensation Division

Workmen's Compensation Laws (about every 5 yrs; updated annually by loose-leaf sheets)

NATURAL RESOURCES DEPT.

Annual Report

PUBLIC SAFETY DEPT.

Annual Report (if published)

Fire Marshal

Annual Report

Highway Patrol

Mo. Traffic Crashes

REVENUE DEPT.

Annual Combined Financial Report of the Dept. of Revenue and the State Treasurer

Tax Commission

Annual Report of the Proceedings & Decisions of the State Tax Commission.

SECRETARY OF STATE

Official Manual (biennial)

Roster of State, District, & County Officers (biennial)

Election Laws of the State of Missouri (frequent supplements)

Constitution of The State of Missouri  
General Assembly Roster (biennial)  
Session Laws (biennial)  
Primary Election Returns (biennial)  
Democratic & Republican Convention Rosters (every 4 yrs.)  
Democratic & Republican State Committees and Slates of Candidates (biennial)

Office of Chief Clerk

Certification of Candidates for Primary Election.  
Certification of Candidates for General Election.

Administrative Rules Division

Mo. Register (monthly)  
Code of Mo. Regulations (looseleaf)

SOCIAL SERVICES DEPT.

Annual Report (if published)

Family Services Division

Juvenile Court Statistics (annual)

Health Division

Mo. Vital Statistics (annual)  
Mo. Hospital Directory (twice yearly)  
Licensed Nursing Homes in Missouri (quarterly)  
Licensed Ambulance Services  
Licensed Boarding Houses in Missouri  
Monthly Vital Statistics

Probation & Parole Division

Annual Report

ALSO: Missouri statistical abstracts published by any agency.

ADDENDUM

*Annual reports of the following departments and offices should be added to the core list above: Attorney General, Conservation Dept., Elections Commission, Higher Education Dept., Lieutenant Governor, Mental Health Dept., Transportation Dept.*

## AGENCY LIST

Beginning October 1, 1977, the State Library will be prepared to distribute all state agency publications, not just the "core list". Following is a list by agency which indicates the number of copies required of each publication not on the "core list." Please forward the number of copies shown for your agency, beginning October 1, 1977.

The number requested is a total of the 18 copies needed for full distribution (10 full depositories, State Library, Archives, etc.) plus the number of partial depositories which have selected that group of publications. The number of copies needed will range from 18 to 35.

Partial depositories will be allowed to review their choices once a year; therefore, the number of copies requested may vary slightly from year to year. You will be notified each year in July of any changes in requests for the coming year.

### NUMBER OF COPIES REQUESTED FOR STATE DEPOSITORY LIBRARY SYSTEM 1977-1978

#### OFFICE OF ADMINISTRATION

- |                 |  |
|-----------------|--|
| <u>19</u> AD-1. | ACCOUNTING DIVISION.   |
| <u>29</u> AD-2. | BUDGET & PLANNING DIVISION.  |
| <u>20</u> AD-3. | PERSONNEL DIVISION.  |
| <u>18</u> AD-4. | REMAINDER OF OFFICE OF ADMINISTRATION. (Central office, Purchasing, Design & Construction, etc.) |

#### AGRICULTURE DEPARTMENT

- |                 |  |
|-----------------|--|
| <u>25</u> AG-1. | CROP & LIVESTOCK REPORTING DIVISION.                                   |
| <u>23</u> AG-2. | REMAINDER OF AGRICULTURE DEPARTMENT. All divisions and Central Office. |

ATTORNEY GENERAL

25 ATG-1. ATTORNEY GENERAL.

AUDITOR

19 AUD-1. AUDITOR.

CONSERVATION DEPARTMENT

32 CON-1. CONSERVATION DEPARTMENT - GENERAL.  
Publications on hunting and fishing; wildlife; forestry; rare &  
endangered species; hiking trails; etc.

22 CON-2. CONSERVATION DEPARTMENT - TECHNICAL.  
Technical reports from Fisheries, Forestry, & Wildlife Divisions.

CONSUMER AFFAIRS, REGULATION &  
LICENSING DEPARTMENT.

30 CARL-1. STATE COUNCIL ON THE ARTS.

29 CARL-2. COMMERCE & INDUSTRIAL DEVELOPMENT DIVISION and COMMUNITY  
DEVELOPMENT DIVISION.

20 CARL-3. FINANCE DIVISION.

28 CARL-4. HUMAN RIGHTS COMMISSION.

26 CARL-5. PUBLIC SERVICE COMMISSION.  
All publications except Reports

20 CARL-6. PUBLIC SERVICE COMMISSION - REPORTS.

27 CARL-7. PROFESSIONAL REGISTRATION DIVISION.  
Directories of numerous licensing boards: Cosmetology; Dental;  
Healing Arts, etc.

32 CARL-8. TOURISM DIVISION.

23 CARL-9. REMAINDER OF DEPARTMENT OF CARL.  
Includes central office, Administrative Hearing Commission, Credit  
Unions Division, Environmental Improvement Authority, Housing  
Development Commission, Insurance Division, Public Counsel, Savings  
& Loan Supervision Division.

ELEMENTARY & SECONDARY EDUCATION DEPARTMENT

26 ED-1. ELEMENTARY & SECONDARY EDUCATION DEPARTMENT.

ELECTIONS COMMISSION

25 EL-1. ELECTIONS COMMISSION.

GENERAL ASSEMBLY

25 GA-1. BILLS & JOURNALS.

20 GA-2. REMAINDER OF GENERAL ASSEMBLY.

GOVERNOR

23 GOV-1. GOVERNOR

HIGHER EDUCATION DEPARTMENT

27 HI-1. HIGHER EDUCATION DEPARTMENT - CENTRAL OFFICE.

29 HI-2. STATE HISTORICAL SOCIETY.

HIGHWAY DEPARTMENT

21 HIGH-1. HIGHWAY DEPARTMENT - GENERAL.  
Status of Missouri Highways by Routes & Systems; Traffic Trends on Missouri Highways; Bridge Records for Defense Requirements; Standard Specifications; brochures; other publications.

18 HIGH-2. HIGHWAY DEPARTMENT - TECHNICAL.  
Research reports on technical aspects of highway construction.

JUDICIAL DEPARTMENT

20 JUD-1. JUDICIAL DEPARTMENT.

LABOR & INDUSTRIAL RELATIONS DEPARTMENT

28 LI-1. EMPLOYMENT SECURITY DIVISION.  
Research reports on employment outlook, unemployment rates and insurance; characteristics of workers, etc.; brochures on unemployment insurance rules; brochures on job-hunting; other.

19 LI-2. REMAINDER OF LIR DEPARTMENT.  
Includes central office of LIR Department; Workmen's Compensation Division; Mediation Board.

LIEUTENANT GOVERNOR

22 LG-1. LIEUTENANT GOVERNOR.

MENTAL HEALTH DEPARTMENT

- 24 MH-1. MENTAL HEALTH DEPARTMENT - CENTRAL OFFICE.
- 20 MH-2. STATE MENTAL HEALTH INSTITUTIONS.  
Newsletters, such as Focus (Higginsville State School and Hospital),  
Show-Me-Too (St. Joseph State Hospital); etc.

NATURAL RESOURCES DEPARTMENT

- 26 NR-1. ENVIRONMENTAL QUALITY DIVISION.
- 35 NR-2. GEOLOGY & LAND SURVEY DIVISION.
- 27 NR-3. REMAINDER OF NATURAL RESOURCES DEPARTMENT.  
Central office and all divisions other than Environmental Quality  
and Geology & Land Survey.

PUBLIC SAFETY DEPARTMENT

- 20 PS-1. ADJUTANT GENERAL.  
Includes Disaster Planning Office, National Guard.
- 22 PS-2. CRIMINAL JUSTICE COUNCIL.
- 20 PS-3. HIGHWAY PATROL.
- 20 PS-4. REMAINDER OF PUBLIC SAFETY DEPARTMENT.  
Publications of central office; Fire Marshal; Highway Safety  
Division; Liquor Control Division; Water Safety Division.

REVENUE DEPARTMENT

- 26 REV-1. REVENUE DEPARTMENT.  
Publications of Revenue Department; Highway Reciprocity Com-  
mission; State Tax Commission.

PUBLIC SCHOOL RETIREMENT SYSTEM

- 22 SCH-1. PUBLIC SCHOOL RETIREMENT SYSTEM.

SECRETARY OF STATE

- 26 SS-1. SECRETARY OF STATE.

SOCIAL SERVICES DEPARTMENT

- 19 SOC-1. CORRECTIONS DIVISION.

SOCIAL SERVICES DEPARTMENT  
(Con't.)

23 SOC-2. FAMILY SERVICES DIVISION.

29 SOC-3. HEALTH DIVISION.

27 SOC-4. SPECIAL SERVICES DIVISION.  
Includes Aging Office; State Health Planning and Development Agency;  
Office of Economic Opportunity; Office of Manpower Planning.

19 SOC-5. REMAINDER OF SOCIAL SERVICES DEPARTMENT.  
Includes central office; Probation and Parole Board; Veterans' Affairs Division.

TRANSPORTATION DEPARTMENT

21 TRA-1. TRANSPORTATION DEPARTMENT.

TREASURER

23 TR-1. TREASURER.

## HOW TO DEPOSIT PUBLICATIONS

### 1. Address and Phone

Distribution of state documents under the depository law is now handled by the Library Services Center of Missouri, 715 Dix Road. Please direct publications which you mail or deliver to that address.

Pick-up service is available for state depository publications. Just call the Library Services Center at 751-3669, and a messenger will stop within a day or two.

### 2. Packing Sheet

As you can imagine, sorting the documents so that each library receives the correct items is not an easy job. To assist the Library Services Center in this complex procedure, we will be grateful if you will enclose a blue PACKING SHEET with each group of publications which you forward to the Library Services Center. Enclosed is a new supply of Packing Sheets--please discard the green sheets you already have.

The revised Packing Sheet asks you to fill in the number of copies and the agency code for titles not on the core list. The agency code is the abbreviation found next to your agency's name on the "Agency List" in this handbook (pp. 12-16) and on the separate "Request for Depository Publications," such as AD-1, CARL-5, PS-3, etc. Including this number will greatly help the persons sorting the documents.

On the next page is a sample packing sheet.

*SAMPLE*

PACKING SHEET

MISSOURI STATE DEPOSITORY DOCUMENTS

The following publication(s) is/are deposited for distribution in accordance with 181.100-181.140 RSMo (Supp.1976)

"CORE" PUBLICATIONS (35 COPIES):

*Licensed Nursing Homes in Missouri, December 1977*  
*Monthly Vital Statistics, Oct. 1977, released December 1977*

OTHER PUBLICATIONS:

<u>Number of Copies</u>	<u>Agency Code</u>	<u>Title</u>
29	SOC-3	Missouri, Health Situation Today
29	SOC-3	Public Health News, Dec. 1977

DEPARTMENT: SOCIAL SERVICES DEPT.

DIVISION: Health

NAME: Olivia Pennington

DATE: December 23, 1977

## PUBLICATIONS CONTACTS

The State Library relies on you as the designated "Publications Contact" for your agency for the depository program. The decision on whether to designate a single Publications Contact for an entire office or department or a separate contact for each division was made by each department director and elected official.

Those Publications Contacts who are in charge of large departments or divisions may need to designate additional persons within their organizations who will be responsible for providing them with the necessary number of publications. If you need additional copies of this handbook for these secondary publications contacts, please contact the Government Documents Coordinator at the Missouri State Library (751-3075).

Please check the following list and notify the State Library immediately of any changes in names, addresses or phone numbers. Please inform us also of any changes in the future.

## ADMINISTRATION, OFFICE OF

Kathy Boessen, 125 State Capitol Building

Accounting Division --- Marlea C. Homesley, State Capitol Bldg., Rm. 120 (751-3878)

Budget & Planning Division --- Mike Boxberger, State Capitol Bldg., Rm. B-9,  
(751-2073)

Design & Construction Division --- Ed Luebbert, State Capitol Bldg., Rm B-22,  
(751-4175)

Electronic Data Processing Division --- Malcolm Campbell, 308 E. High St., (751-3290)

Personnel Division --- Nadia Craver, 117 East Dunklin St. (751-4162)

Purchasing Division --- Alice Medley, State Capitol Bldg., Rm B-21 (751-2387)

## AGRICULTURE DEPARTMENT

Scott Clark, Public Information Officer, P.O. Box 630, 13th Fl., Jefferson Bldg.  
(751-4645)

Vivian DeLong, Secretary, P.O. Box 630, 13th Fl., Jefferson Bldg. (751-3359 or 2477)

Administrative Services --- Scott Clark, Public Information Officer, P.O. Box 630, (751-4645)

Agricultural Development --- Brenda Garriott, Secretary, P.O. Box 630 (751-4762)

Animal Health --- Scott Clark, P.O. Box 630 (751-4645)

Audits and Compliance --- Norman Barrows, Program Supervisor, Internal Services, P.O. Box 630 (751-4763)

Grain Inspection and Weighing --- Elsie Collum, Secretary, P.O. Box 630 (751-2558)

Plant Industries --- Leola Tynes, Secretary, P.O. Box 630 (751-4310)

Weights and Measures --- Mary Jane Mitchell, Supervisor of Clerical Services, P.O. Box 630 (751-4993)

#### ATTORNEY GENERAL

Marge McGrath, Supreme Court Building, P.O. Box 899 (751-3572)

#### AUDITOR

Roger T. Harris, Administrative Manager, 308-10 Chestnut St. (751-4213)

#### CONSERVATION DEPARTMENT

Mark H. Sullivan (general), Box 180 (751-4115)

Fisheries Division --- Joe Dillard (technical fisheries pubs.), Fish & Wildlife Research Center, 1110 College Ave., Columbia 65201 (751-3761)

Forestry Division --- Jerry J. Presley (technical forestry pubs.), Box 180 (751-4115)

Wildlife Division --- Bill Crawford (technical wildlife pubs.) (Columbia address above)

#### CONSUMER AFFAIRS, REGULATION & LICENSING DEPARTMENT

Steve Metzler, 505 Missouri Blvd., P.O. Box 1157, (751-4962)

Administrative Hearing Commission --- Vicki Lindgren, Adm. Hearing - 207 Adams (751-2422)

Arts, Council on the --- Richard A. Simoncelli, 111 South Bemiston, Suite 410, St. Louis 63105 (721-1672)

Commerce & Industrial Development Division --- Earl Cannon, P.O. Box 118, 8th Fl.  
Jefferson Bldg. (751-4848)

Community Development Division --- Thea Munsterman, P.O. Box 118 (751-4572)

Credit Unions Division --- Robert E. Marsh, P.O. Box 1235, 911 B Leslie Blvd.  
(751-3419)

Environmental Improvement Authority --- Marylene Kelly, 330 East High St. (751-4919)

Finance Division --- Irene Smith, 515 East High St. (751-4344)

Housing Development Commission --- Sandra Z. Saccardi, 20 West 9th St., Kansas City  
(816/421-1045)

Human Rights Commission --- Donna Noble Cavitte, 314 East High (751-4553)

Insurance Division --- Esther Prenger, 515 East High (751-4052)

Public Service Commission --- A.S. Forsythe, Jefferson Bldg., 9th Floor, P.O. Box  
360 (751-2452)

Professional Registration --- George W. Uffmann, 3523 North Ten Mile Dr., P.O. Box  
1335 (751-2334)

Tourism Division --- Steve Kappler, 308 East High St. (751-3208)

Savings and Loan Division --- Mrs. Mae Benson, 308 East High St. (751-4243)

#### ELECTIONS COMMISSION, MISSOURI

Jack Pletz, 631 West Main St., P.O. Box 1083 (751-2050)

#### ELEMENTARY & SECONDARY EDUCATION DEPARTMENT

Dr. Bertha McClaskey, Director of School Data, 7th Floor, Jefferson Bldg., P.O.  
Box 480 (751-2569)

#### HIGHER EDUCATION DEPARTMENT

Robert Hall, 600 Clark Avenue (751-2361)

#### HIGHWAY DEPARTMENT

Arthur L. Taylor, Public Information Director, Main Office, Highway Bldg., Box  
270 (751-2840)

Materials and Research Division --- same as above

HIGHWAY DEPARTMENT (Con't.)

Planning Division --- same as above

Public Information --- same as above

LABOR & INDUSTRIAL RELATIONS DEPARTMENT

Employment Security Divison --- Cecil F. Bernskoetter, 421 E. Dunklin St. (751-3215)

Labor Standards Division --- Mrs. Melba Smart, 722 Jefferson St. (751-3403)

Mediation Board --- Carol Sommerer, 207 Adams St. (751-3614)

Women, Commission on the Status of --- John M. Keane, Director, DOLIR, 421 E.  
Dunklin St. (751-4091)

Workmen's Compensation Division --- Lois Elliott, 722 Jefferson St. (751-4231)

Labor & Industrial Relations Commission --- Mary Lou Lanza, 1904 Missouri Blvd.  
(751-2461)

LIEUTENANT GOVERNOR

Jennifer Young, State Capitol Building, Room 327 (751-2421)

Volunteer & Ombudsman Programs --- Debby Waite, P.O. Box 563, Jefferson City  
Memorial Airport (751-2781)

MENTAL HEALTH DEPARTMENT

Jim Gray, 2002 Missouri Blvd, (751-3169)

NATURAL RESOURCES DEPARTMENT

Odie Dickens, P.O. Box 176, 1014 Madison St. (751-3443)

Air Conservation Commission: Environmental Quality Divison --- same as above

Clean Water Commission: Environmental Quality Division --- same as above

Energy Agency, Mo.: same as above

Environmental Quality Division --- same as above

Geology & Land Survey Division --- Barbara Harris, P.O. Box 250, Rolla 65401  
(314/364-1752)

NATURAL RESOURCES DEPARTMENT (Con't)

Historic Preservation, Office of: Odie Dickens, P.O. Box 176 (751-3443)

Land Reclamation Commission: Environmental Quality Division --- same as above

Outdoor Recreation Council: same as above

Parks & Recreation Division --- same as above

Planning & Policy Development Division --- same as above

Soil & Water Districts Commission: Environmental Quality Division --- same as above

Solid Waste Program: Environmental Quality Division --- same as above

Water Supply Program: Environmental Quality Division --- same as above

PUBLIC SAFETY DEPARTMENT

Cathy Bryant, 621 East Capitol (751-4905)

Adjutant General --- Captain Clyde Martin, 1717 Industrial Drive (751-2321)

Criminal Justice Council --- Nola Beckham, 621 East Capitol (751-3432)

Disaster Planning & Operations Office: Adjutant General --- Neal Plantz, 1717  
Industrial Drive (751-2321)

Fire Marshal --- Ms. Mildred Brown, 505 Missouri Blvd. (751-2930)

Highway Patrol --- Dean Hollis, 1510 East Elm (751-3313)

Highway Safety Division --- Curt Stallings, 2634 Industrial Drive (751-4161)

Liquor Control Division --- Janice McDowell, P.O. Box 837, 505 Missouri Blvd.  
(751-2333)

Water Safety Division --- Melba Bartley, 505 Missouri Blvd. (751-3333)

REVENUE DEPARTMENT

Vacant

Highway Reciprocity Commission --- Alberta Meyer, 12th Floor, Jefferson Bldg.,  
P.O. Box 893 (751-3166)

REVENUE DEPARTMENT (Con't)

Information Systems --- Vacant

Motor Vehicle and Drivers Licensing --- Vacant

State Tax Commission --- Mrs. Metta Schmidt, Administrative Secretary, 623 East Capitol, P.O. Box 146 (751-2414)

Taxation Division --- Vacant

SECRETARY OF STATE

Ken Johnson, Editor, Publications Division, Records Center, 1001 Industrial Drive  
(751-4218)

Administration --- same as above

Administrative Rules Division --- same as above

Campaign Reporting Division --- same as above

Commissions Division --- same as above

Corporations Division --- same as above

Records Management & Archives Service --- same as above

Securities Division --- same as above

Uniform Commercial Code Division --- same as above

SOCIAL SERVICES DEPARTMENT

Jim Coleman, Broadway Bldg., 2nd Floor (751-4244)

Corrections Division --- Mark Steward, 911 Missouri Blvd. (751-2389)

Family Services Division --- John Pletz, Broadway Bldg., 4th Floor (751-2484)

Health Division --- Olivia Pennington, 1407 Southwest Blvd. (751-3876)

Probation & Parole Division --- Jim Markham, 411 Marshall (751-2441)

Special Services Division --- Jim Coleman (address above)

Office of Economic Opportunity --- Mr. Chance Blauer, 2nd Fl. Broadway Bldg.  
(751-3828)

Manpower Planning --- Betty Adams, 226 E. Dunklin (751-4750)

SOCIAL SERVICES DEPARTMENT (Con't)

Veterans' Affairs Division --- Arvelle B. Leavell, P.O. Drawer 147, 2nd Fl. (751-3343)

Youth Services Division --- Andy Asbridge, 402 Dix Road (751-3324)

TRANSPORTATION DEPARTMENT

Lois Malone, Broadway Bldg., 6th Floor (751-4922)

Aviation Division --- same as above

Railroads Division --- same as above

Transit Division --- same as above

Waterways Division --- same as above

TREASURER

Wilda Bryan, 228 Capitol Building (751-4123)

## STANDARDS FOR DEPOSITORY LIBRARIES

Libraries must meet and maintain certain standards in order to act as official depositories. These standards ensure that your publications will be readily available to the public:

A depository library shall:

- (A) Provide reference assistance in the use of state publications to any Missouri resident. Circulation of the publications is encouraged.
- (B) Provide interlibrary loan service for state publications to any Missouri resident.
- (C) Maintain sufficient hours of library service to allow convenient public access. State publications must be available for use during any hours the library is open.
- (D) Inform the public frequently of the availability of state publications. The public includes the residents of the geographic area in which the library is located.
- (E) Designate a professionally trained librarian to be responsible for service related to state publications, and provide adequate support staff. This librarian need not spend full time on state publications.
- (F) Provide an orderly, systematic recording of receipt and subsequent arrangement of materials.
- (G) Process and shelve all state publications within thirty (30) days of receipt.
- (H) Provide space to house publications, with adequate provision for expansion.
- (I) Dispose of publications only in accordance with policies established by the State Library. Depository publications remain the property of the State Library.

The State Library shall enforce maintenance of these standards by inspections and annual surveys. A depository agreement may be terminated by the State Library for failure to comply with any of the conditions above or by a library at its own request.

